



## December 2009 Newsletter

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## President's Message

Hi all -

I hope you are enjoying the Holiday season.

We have had a lot of activities during the first part of our Chapter year and more is planned in the coming months. The September, October, and November events all went well.

The annual Technology Conference is scheduled for January 26th. We jointly sponsor this event with the local Albany Chapter of the Institute of Internal Auditors. This year's speaker is Mark Nigrini, Associate Professor of the School of Business at the College of New Jersey. See the details below to sign up for this great training event. Also, be sure to keep an eye on the Education & Events ( <http://www.isacahv.org/calendar/calendar.htm> ) webpage for other upcoming training and event opportunities.

While on the subject of events, recently some members and nonmembers have not showed up for the event after signing up. Because we usually don't collect fees ahead of time, this ends up as a cost to the Chapter. In addition, the nonparticipant misses out on the information presented at the event. Please make every effort to attend the events you sign up for, but if you know you can't make it, please let the event coordinator know as noted in the announcement so we can cancel your reservation. This will go along way in helping our Chapter continue to provide meaningful training and similar events at a reasonable cost.

Lastly, a couple of small bits of information. We recently purchased a projector screen to make it easier for us to put on our events and at the same time reduce the rental cost of equipment. And recently, we made a donation of \$1,000 to ISACA to assist them in their Governance initiatives. We received an appreciation letter from ISACA's IT Governance Institute for our donation.

*Bernie*

Bernie McHugh  
Chapter President

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## Education and Events

### The Tenth Annual Technology Conference

#### The Tenth Annual Technology Conference

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Italian American Community Center,  
257 Washington Avenue Ext., Albany,  
NY 12205-5504

Tuesday, Jan 26, 2010, 7:30 a.m. to  
4:30 p.m.  
7.0 CPE hours  
125.00 Members | 175.00 Non-  
Members , \$25 discount if payment is  
received before **January 26, 2010**

The Albany Chapter of the Institute of Internal Auditors (IIA) and the Hudson Valley Chapter of ISACA have joined together to offer you the Tenth Annual Technology Conference. We cordially invite you to attend this interesting and informative conference, which offers a dynamic speaker, pertinent topic and 7 CPEs -- all at an excellent value. Our speaker, Mark Nigrini, will discuss Data-Driven Forensic Accounting & Continuous Monitoring. Dr. Nigrini is an Associate Professor of the School of Business at the College of New Jersey. Discussion will include:

- How a mathematical finding called Benford's Law can help you to uncover fraud and other irregularities.
- Data analysis tools available for finding anomalies, graphing, or a statistical analysis of revenues and payments.
- State-of-the-art data analysis technologies.

- Value-added activities that will assist and strengthen the planning and control functions.
- Demonstrations of the tests being done in Microsoft Access and Excel.

**Schedule:**

7:30am – 8:30 am Continental Breakfast and Registration  
8:30am – 10:00 am Benford’s Law: Authentic vs. Fraudulent Data  
10:00am – 10:15 am Break  
10:15am – 12:00 pm Case Studies  
12:00pm – 1:00 pm Lunch  
1:00pm – 4:30 pm Continuous Monitoring Techniques, Forensic Accounting Tools and Detection Formulas

\*\*Please register for this event by visiting:

[http://www.theia.org/chapters/index.cfm/view.event\\_detail/cid/87/event\\_id/15160](http://www.theia.org/chapters/index.cfm/view.event_detail/cid/87/event_id/15160)

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**February 9, 2010 - Luncheon Event** - Nikki Brate and John Griffin will discuss Digital Forensics in New York State; NYS Digital Forensics Work Group For details on this event go to: <http://www.isacahv.org/calendar/Feb2010lunchevent.htm>

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## From the Desk of Membership

The Hudson Valley Chapter of ISACA is continuing to grow! We now have 228 members! We would like to personally welcome the following new 2009 members to our chapter:

Reginald Harnish  
Zhi Yu  
James Kelly  
Victor Soto  
Bruce Rollins  
Lisa Henry  
Ernest Cambareri  
David Tibekinga  
Rajnish Goyal  
Victor Cantone  
Mandy Chung  
Michael Hecht  
Vidisha Navare  
Carol Matthews  
Dana Chang  
Pradip Vaghela

Naser Yasin  
Yehen Wijedoru

And a special welcome to Joanne Kruass and Melissa Kautz, who won the raffle for a one-year membership to ISACA, during the November 12th seminar.

ISACA membership opens the door to a vast array of professional development, research and knowledge, and community and leadership opportunities. Tangible benefits include member-only services and discounts, complimentary publications and many continuing professional education (CPE) opportunities.

Again, welcome to the Hudson Valley chapter of ISACA.

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## Current Topics

### How To Avoid Job Interview Brain Freeze

Have you ever experienced brain freeze during a job interview? You are asked a question and your mind goes blank—it's horrifying. You lose composure as well as confidence. Your interview goes down hill from there. Interview anxiety most often happens as a result of behavioral or situational interview questions that are not anticipated before hand. As a career coach, this is the most common interview problem I hear about from my clients. With the right preparation you can avoid the nightmare of brain freeze and improve your interview performance greatly.

First of all, it's important to understand what a behavioral or situational interview question is. It is any question that start with:

Tell me a time when ...

Give an example of ...

Describe a situation when ...

Employers ask these types of questions with the assumption that past behavior indicates future performance. These questions reveal a lot about a candidate, including a candidates ability to think fast on their feet. Given that interviews are inherently stressful, many job seekers find it extremely difficult to think fast during interviews. Here are four steps that will help you prepare for any interview question.

1. Take inventory of your accomplishments.

This requires more than a cursory mental note of the good stuff you've done in the past year. Take a systematic approach by asking yourself what challenges you've faced in each of your positions over the past five or more years. Try asking yourself

What processes have I improved?

How have I made work easier for others?

What did I do to save my company money?

When did I find a solution to a departmental problem.

How did I save time?

When did I go beyond the call of duty to solve a customer problem?

Write out your answers to these questions. Remember to include the quantitative details when appropriate. Include dollars saved, hours cut, percentage increased etc.

## 2. Study the job description.

With your list of accomplishments in hand you are ready to turn your attention to the job description. Study the requirements to determine the all possible challenges involved with the job. If the actual job description is skimpy in details, look to other similar positions listed to help fill in the blanks. Additionally, ask others who hold similar positions what their greatest challenges of the job are. Write out your list of anticipated challenges.

## 3. Create a list behavioral questions.

Turn your list of challenges of the position into a list of questions that start with:

Tell me a time when you ...

Describe a situation when ...

Have you ever had to ...

Your list will look something like:

Tell me a time when you had to cut costs out of your annual budget.

Describe a situation when you had to fire a friend.

How would you go about repairing a relationship with a disgruntled client?

4. Use your list of accomplishments to answer your behavioral questions.

Ask a friend to help you role play your interview answers. You should feel very comfortable communicating your success stories. The more time you practice actually talking about your accomplishments the faster you'll be able to recall your stories in your next interview.

With interview performance more important than ever before it pays to prepare, prepare, prepare. There is no such thing as over preparation when it comes to interviews. Use this 1,2,3,4 approach to interview prep and you'll be surprised at how much more confident you'll feel in your next interview. The better you interview the faster you'll be at your new job.

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Deborah Walker, CCMC is a Career Coach helping job seekers compete in the toughest economy. Her clients gain top performing skills in resume writing, interview preparation and salary negotiation. Read more job-search tips at:

<http://www.AlphaAdvantage.com>

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## Hudson Valley Chapter Website

<http://www.isacahv.org>

Please be sure to bookmark our chapter website and stay connected to all our chapter news and events.

